

**Title :** Architect **Job Code :** 1501

**Salary:** \$3,750.00 (Monthly) **Grade:** 15

Tenured: YES

## **Job Departments**

• Budget and Policy - Capital Construction

## **Purpose**

SUPERVISES STAFF AND PROVIDES ARCHITECTURAL OVERSIGHT ON CONSTRUCTION/RENOVATION PROJECTS.

## **Required Qualifications**

Education: 5 Year Degree and a Licensed Architect

**Education Substitute:** None

Experience: None

## Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE

#### **Job Duties**

- SUPERVISES STAFF AND JOB ASSIGNMENTS
- PROVIDES OVERSIGHT OF PLANNING, DESIGN, RENOVATION OR CONSTRUCTION PROJECTS
- PROVIDES ARCHITECTURAL SERVICE
- IMPLEMENT POLICIES
- ATTEND MONTHLY/WEEKLY MEETINGS ON CONSTRUCTION SITES
- ATTEND PROJECT DEVELOPMENT BOARD MEETINGS
- ASSISTS COURT OFFICIALS, COUNTY OFFICIALS, AND PROFESSIONAL SERVICE PROVIDERS IN RESOLVING ISSUES
- OTHER DUTIES AS ASSIGNED

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**Title :** New Construction - Supervisor **Job Code :** 1112

**Salary:** \$2,863.00 (Monthly) **Grade:** 11

**Tenured:** YES

## **Job Departments**

Budget and Policy - Capital Construction

## **Purpose**

RESPONSIBLE FOR SUPERVISING CONSTRUCTION SERVICES STAFF AND OVERSIGHT OF ALL PHASES OF NEW COURT OF JUSTICE FACILITIES.

## **Required Qualifications**

Education: 4 Year College Degree in Related Field

Education Substitute: Experience for Degree @ 1:1

**Experience :** 4 Years of Related Experience

## **Job Required Knowledge**

4 YEAR DEGREE MUST BE IN BUSINESS OR CONSTRUCTION MANAGEMENT

## **Job Skills/Abilities**

- MICROSOFT OFFICE
- EXPERTISE WITH DESIGN DOCUMENTS
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- ABILITY TO CLIMB, BEND AND STOOP

## **Job Duties**

- SUPERVISES CONSTRUCTION SERVICES STAFF
- ASSIGN JOBS TO STAFF
- IMPLEMENT COURT OF JUSTICE POLICIES AND PROCEDURES
- PROVIDES OVERSIGHT ON ALL PHASES OF NEW CONSTRUCTION
- RECOMMENDS CORRECTIVE ACTION TO COURT OFFICIALS AND CONTRACTORS, COUNTY OFFICIALS, AND PROFESSIONAL SERVICE PROVIDERS
- ATTEND MEETINGS TO OFFER SOLUTIONS ON MAINTENANCE, OPERATIONS, AND SPACE ISSUES IN URBAN GOVERNMENT FACILITIES
- OTHER DUTIES AS ASSIGNED

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**Title :** Project Coordinator I **Job Code :** 913

**Salary**: \$2,366.00 (Monthly) **Grade**: 9

Tenured: YES

# **Job Departments**

Budget and Policy - Capital Construction

## **Purpose**

RESPONSIBLE FOR OVERSEEING AND MANAGING NEW CONSTRUCTION OR RENOVATION PROJECTS.

## **Required Qualifications**

Education: 4 Year College Degree in Related Field

**Education Substitute:** Experience for Degree @ 1:1

**Experience:** 3 Years of Related Experience

#### **Job Required Knowledge**

- 4 YEAR DEGREE MUST BE IN A CONSTRUCTION RELATED FIELD
- 3 YEARS OF EXPERIENCE MUST BE IN CONSTRUCTION, CONSTRUCTION MANAGEMENT, OR RELATED DESIGN FIELD

#### Job Skills/Abilities

- EXPERTISE IN DESIGN CONTRACT DOCUMENTS
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- ABILITY TO CLIMB, BEND AND STOOP

#### **Job Duties**

- COORDINATE NEW CONSTRUCTION PROJECTS
- MANAGES RENOVATION PROJECTS
- REVIEW BUILDING DESIGNS AND SPECIFICATIONS
- ATTEND MONTHLY/WEEKLY MEETINGS ON CONSTRUCTION SITES
- ATTEND PROJECT DEVELOPMENT BOARD MEETINGS
- ASSISTS COURT OFFICIALS, COUNTY OFFICIALS, AND PROFESSIONAL SERVICE PROVIDERS IN RESOLVING ISSUES

OTHER DUTIES AS ASSIGNED

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**Title :** Project Coordinator II **Job Code :** 1012

**Salary:** \$2,863.00 (Monthly) **Grade:** 10

Tenured: YES

# **Job Departments**

Budget and Policy - Capital Construction

## **Purpose**

RESPONSIBLE FOR OVERSEEING AND MANAGING NEW CONSTRUCTION OR RENOVATION PROJECTS.

## **Required Qualifications**

Education: 4 Year College Degree in Related Field

**Education Substitute:** Experience for Degree @ 1:1

**Experience:** 3 Years of Related Experience

#### **Job Required Knowledge**

- 4 YEAR DEGREE MUST BE IN A CONSTRUCTION RELATED FIELD
- 3 YEARS OF EXPERIENCE MUST BE AS PROJECT COORDINATOR I

#### **Job Skills/Abilities**

- EXPERTISE IN DESIGN CONTRACT DOCUMENTS
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- ABILITY TO CLIMB, BEND AND STOOP

#### **Job Duties**

- COORDINATE NEW CONSTRUCTION PROJECTS
- MANAGES RENOVATION PROJECTS
- REVIEW BUILDING DESIGNS AND SPECIFICATIONS
- ATTEND MONTHLY/WEEKLY MEETINGS ON CONSTRUCTION SITES
- ATTEND PROJECT DEVELOPMENT BOARD MEETINGS
- ASSISTS COURT OFFICIALS, COUNTY OFFICIALS, AND PROFESSIONAL SERVICE PROVIDERS IN RESOLVING ISSUES
- OTHER DUTIES AS ASSIGNED

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Title: Project Coordinator III Job Code: 1140

**Salary:** \$2,863.00 (Monthly) **Grade:** 11

Tenured: YES

# **Job Departments**

Budget and Policy - Capital Construction

## **Purpose**

RESPONSIBLE FOR OVERSEEING AND MANAGING NEW CONSTRUCTION OR RENOVATION PROJECTS.

## **Required Qualifications**

Education: 4 Year College Degree in Related Field

**Education Substitute:** Experience for Degree @ 1:1

**Experience:** 4 Years of Related Experience

#### **Job Required Knowledge**

- 4 YEAR DEGREE MUST BE IN A CONSTRUCTION RELATED FIELD
- 4 YEARS EXPERIENCE MSUT BE AS A PROJECT COORDINATOR II

#### **Job Skills/Abilities**

- EXPERTISE IN DESIGN CONTRACT DOCUMENTS
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- ABILITY TO CLIMB, BEND AND STOOP

#### **Job Duties**

- COORDINATE NEW CONSTRUCTION PROJECTS
- MANAGES RENOVATION PROJECTS
- REVIEW BUILDING DESIGNS AND SPECIFICATIONS
- ATTEND MONTHLY/WEEKLY MEETINGS ON CONSTRUCTION SITES
- ATTEND PROJECT DEVELOPMENT BOARD MEETINGS
- ASSISTS COURT OFFICIALS, COUNTY OFFICIALS, AND PROFESSIONAL SERVICE PROVIDERS IN RESOLVING ISSUES
- OTHER DUTIES AS ASSIGNED

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**Title :** Special Projects Coordinator **Job Code :** 1013

**Salary:** \$2,603.00 (Monthly) **Grade:** 10

Tenured: YES

# **Job Departments**

Budget and Policy - Capital Construction

# **Purpose**

RESPONSIBLE FOR THE COORDINATION OF SPECIAL PROJECTS.

## **Required Qualifications**

Education: 4 Year College Degree

**Education Substitute:** Experience for Degree @ 1:1

**Experience:** 4 Years of Related Experience

#### **Job Required Knowledge**

CONSTRUCTION MANAGEMENT/ COURT FACILITIES

# **Job Skills/Abilities**

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE

## **Job Duties**

- COORDINATES SPECIAL PROJECTS WITH COURTS AND COUNTY OFFICIALS AND RELATED SERVICE PROVIDERS
- RECOMMENDS POLICY AND PROCEDURES TO FACILITIES GENERAL MANAGER
- · WRITES STANDARDS, MANUALS AND GUIDELINES FOR FACILITIES UNIT
- DEVELOPS AND MAINTAINS DATABASE FOR CONSTRUCTION PROJECTS PROGRAMMING AND COST ESTIMATING
- REVIEWS PREVAILING WAGE ISSUES TO MAINTAIN UP TO DATE PROCESSES
- RECOMMENDS CORRECTIVE ACTIONS TO PROFESSIONAL SERVICE PROVIDERS
- OTHER DUTIES AS ASSIGNED

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